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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: (a) REVISED SALARY SCALE FOR STAFF IN THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS, AND RESULTS OF THE SALARY SURVEY CONDUCTED FOR THE SECURITY SERVICE CATEGORY*

(b) REVISED DEPENDENCY ALLOWANCES FOR STAFF IN THE GENERAL SERVICE, LANGUAGE TEACHER, PUBLIC INFORMATION ASSISTANT, TRADES AND CRAFTS, AND SECURITY SERVICE CATEGORIES AT HEADQUARTERS

1. In accordance with article 12 of its statute, the International Civil Service Commission (ICSC) undertook a comprehensive survey of the best prevailing conditions of employment in New York for the purpose of making recommendations to the Secretary-General on salary scales of staff in the Trades and Crafts and Security Service categories at Headquarters. The representatives of the administration and the staff actively participated in all aspects of the survey, including, inter alia, the selection of employers and jobs to be surveyed, and subsequent collection and analysis of data. The Commission completed its work at its July 1995 session and has made its recommendations.

2. I am pleased to announce that, after considering the recommendations of the Commission, as contained in the report of the July 1995 session, the Secretary-General has decided to promulgate a revised salary scale for staff in the Trades and Crafts category at Headquarters proposed by ICSC. The Secretary-General has further decided that this scale should be implemented with effect from 1 September 1994. The revised salary scale is annexed to this circular.

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* Personnel Manual index No. 3124.

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3. The Commission concluded that the results of the survey for the Trades and Crafts category warranted a 1.4 per cent increase over current (1 September 1993) net salaries. Although the date of implementation should have been 1 January 1995 since salary data collected by the Commission related to that month, the Secretary-General has approved the salary scale with effect from 1 September 1994 in order to reflect the date on which a cost-of-living adjustment would have been implemented.

4. The analysis of the data collected for the Security Service category indicated that United Nations salaries are 4.3 per cent higher than those in the labour market. Thus, in accordance with established procedures the salary scale currently in effect remains unchanged. Survey data indicated, however, that the comparators retained will be adjusting their salaries early next year. Thus, the Commission approved the conduct of a mini-survey for this category of staff which will be implemented with effect from 1 January 1996. The survey is intended to capture the latest movement of salaries of the retained employers.

5. The procedures for effecting interim adjustments of the salary scale for the Trades and Crafts category continue to call for an adjustment in net salaries by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent over the level reached at the time of the previous revision, or every 12 months, whichever comes first.

6. The Commission has also recommended revised amounts of dependency allowances in the context of the 1995 surveys of best prevailing conditions of employment for staff in the General Service, Language Teacher, Trades and Crafts, and Security Service categories. The dependency allowances have been revised with effect from 1 January 1995 as follows:

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(a)	Dependent spouse allowance	3 038
(b)	Dependent child allowance	1 181
	Except for the first dependent child of a single, widowed or divorced staff member	3 038
(c)	Secondary dependant's allowance	1 181

7. The implementation of the revised salary scale for the Trades and Crafts category, and the revised amounts of dependency allowances for the General Service and related categories will be reflected in the payroll at the end of August 1995. Former staff members in the Trades and Crafts category who left the service of the United Nations between 1 September 1994 and 31 July 1995 will be eligible to receive the retroactive increases that have resulted from the implementation of the revised salaries upon presentation of a written claim to their former executive offices. Such claims must be made within one year of the date of issuance of this circular.

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Annex

SALARY SCALE FOR STAFF IN THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS

(in United States dollars)

With effect from 1 September 1994

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	57 364	59 277	61 190	63 111	65 038	66 964	68 890
	(Gross pension)	56 411	58 292	60 179	62 066	63 953	65 840	67 727
	(Total net)	43 329	44 716	46 103	47 490	48 877	50 264	51 651
	(Net pension)	43 329	44 716	46 103	47 490	48 877	50 264	51 651
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	53 921	55 723	57 526	59 328	61 131	62 940	64 756
	(Gross pension)	53 037	54 803	56 569	58 342	61 120	61 898	63 677
	(Total net)	40 832	42 139	43 446	44 753	46 060	47 367	48 674
	(Net pension)	40 832	42 139	43 446	44 753	46 060	47 367	48 674
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	50 497	52 178	53 859	55 550	57 243	58 935	60 628
	(Gross pension)	49 660	51 318	52 976	54 634	56 292	57 954	59 624
	(Total net)	38 333	39 560	40 787	42 014	43 241	44 468	45 695
	(Net pension)	38 333	39 560	40 787	42 014	43 241	44 468	45 695
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	47 078	48 649	50 221	51 792	53 363	54 941	56 523
	(Gross pension)	46 300	47 840	49 387	50 937	52 487	54 037	55 587
	(Total net)	35 837	36 984	38 131	39 278	40 425	41 572	42 719
	(Net pension)	35 837	36 984	38 131	39 278	40 425	41 572	42 719
	(NPC)	0	0	0	0	0	0	0

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-4	(Gross)	43 680	45 132	46 588	48 049	49 511	50 973	52 434
	(Gross pension)	42 955	44 387	45 820	47 252	48 687	50 129	51 570
	(Total net)	33 345	34 412	35 479	36 546	37 613	38 680	39 747
	(Net pension)	33 345	34 412	35 479	36 546	37 613	38 680	39 747
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	40 287	41 630	42 973	44 316	45 659	47 008	48 360
	(Gross pension)	39 608	40 932	42 257	43 582	44 907	46 232	47 557
	(Total net)	30 851	31 838	32 825	33 812	34 799	35 786	36 773
	(Net pension)	30 851	31 838	32 825	33 812	34 799	35 786	36 773
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	36 903	38 129	39 363	40 597	41 831	43 065	44 299
	(Gross pension)	16 281	37 490	38 700	39 914	41 131	42 348	43 566
	(Total net)	28 358	29 265	30 172	31 079	31 986	32 893	33 800
	(Net pension)	28 358	29 265	30 172	31 079	31 986	32 893	33 800
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	33 518	34 635	35 753	36 870	37 988	39 113	40 238
	(Gross pension)	32 941	34 044	35 146	36 249	37 352	38 454	39 559
	(Total net)	25 853	26 680	27 507	28 334	29 161	29 988	30 815
	(Net pension)	25 853	26 680	27 507	28 334	29 161	29 988	30 815
	(NPC)	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and five years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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Appendix

SALARY SCALE FOR STAFF IN THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS a/

(in United States dollars)

	STEPS						
Level	I	II	III	IV	V	VI	VII*
TC-8 (Gross)	56 539	58 426	60 313	62 201	64 101	66 001	67 901
TC-7	53 148	54 921	56 701	58 480	60 259	62 039	63 831
TC-6	49 773	51 430	53 088	54 750	56 419	58 088	59 757
TC-5	46 400	47 951	49 501	51 052	52 603	54 154	55 716
TC-4	43 054	44 484	45 914	47 353	48 793	50 233	51 673
TC-3	39 707	41 031	42 355	43 679	45 003	46 329	47 662
TC-2	36 373	37 581	38 795	40 011	41 227	42 444	43 660
TC-1	33 035	34 139	35 243	36 347	37 451	38 559	39 671

a/ The revised gross pensionable salaries are lower than the gross salaries in effect as of 1 September 1993. Therefore, the above gross salaries are retained for purposes of computing pension contributions and benefits for staff members in service prior to 1 August 1995. However, for purposes of computing separation payments, the gross salaries in effect as of 1 September 1994 shall apply.